

RD AN No. 3591 (2012-A)
December 1, 2000

SUBJECT: Mandatory Attendance of Management Control
Officers (MCOs) at All Entrance and Exit
Conferences Pertaining to State Internal Reviews
(SIRs), Management Control Reviews (MCRs), Office
of Inspector General (OIG) and General Accounting
Office (GAO) Audits.

TO: Rural Development State Directors

ATTN: Management Control Officers

PURPOSE/INTENDED OUTCOME:

This Administrative Notice (AN) is issued to ensure that the
MCOs attend or participate by teleconference at **all** entrance and
exit conferences pertaining to SIRs, MCRs and OIG/GAO Audits.

COMPARISON WITH PREVIOUS AN:

There is not a previous AN on this subject.

IMPLEMENTATION RESPONSIBILITIES:

RD Instruction 2012-A covers the responsibilities of the State
Director and MCOs regarding OIG and GAO Audits. One of the
requirements of this Instruction is for the State Director to
designate the oversight responsibility to a MCO in accordance
with RD Instruction 2006-M who will serve as the State's focal
point of contact for all OIG audit activity.

The Financial Management Division (FMD) is responsible for all
audit liaison activities between OIG, GAO, and the Office of the
Chief Financial Officer for the Rural Development mission area.

EXPIRATION DATE:
November 30, 2001

FILING INSTRUCTIONS
Preceding RD Instruction 2012-A

The State MCO is the FMD's point of contact for all Management Control issues, Audits, Investigations, and Hotline Complaints. It is imperative that the MCO attend **all** entrance and exit conferences since they are responsible for tracking and monitoring the status of all the above issues.

RD Instruction 2006-M covers the scope of Rural Development's Management Control System. One of the requirements of this instruction is that States maintain an adequate tracking system for SIRs, MCRs, Audits, Hotline Complaints and Investigations.

In September 2000, the FMD provided Audit Report Tracking System (ARTS) Nationwide Training to all the MCOs. FMD is in the process of providing ARTS access to all the States which will allow FMD and MCOs to share information concerning all SIRs, MCRs, Hotline Complaints, Audits and Investigations.

In order for MCOs to effectively track and monitor this activity, all requests from OIG or GAO for scheduling entrance and exit conferences as well as requests for information should be coordinated through the MCO.

Questions regarding the systems for the SIRs and MCRs may be directed to Sam Pooré, Program Analyst, at (202) 692-0076. Questions regarding the systems for Hotline Complaints, Audits, and Investigations may be directed to Rochelle Diamond, Program Analyst, at (202) 692-0077.

(Signed by Inga Smulkstys)

INGA SMULKSTYS
Deputy Under Secretary
for Operations and Management

Sent by electronic Mail 12-06-00 at 2:10 p.m. by FMD.